

4 MAR 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Annual Report to Congress on the Executive Dining Room

REFERENCES : (a) Memo dtd 2 Nov 72 to Ex. Dir.-Compt. fm ADD/S,
same subject

(b) Memo dtd 21 May 73 to D/L fm ADD/M&S (DD/M&S 73-2012),
same subject

(c) Memo dtd 25 Jul 73 to ADD/M&S fm D/L (OL 3 4314),
same subject

1. Our records indicate that the last annual report to Congress on the Executive Dining Room was forwarded to you on 25 July 1973 per reference (c).

2. We have a note to the effect that Mr. Wattles, the then ADD/M&S, hand-carried this report to [REDACTED] on 31 July 1973 for his use with Congress.

STATINTL

3. In an effort to determine if there was still a requirement for this report, the undersigned called Mr. George Cary on 4 March 1975. Mr. Cary said that he was not sure if there was still a requirement; however, he would check it out with the appropriate Congressional staff. We agreed that we would forward to him the attached report for calendar year 1974 in the event there was still a requirement for this report.

[REDACTED]

Executive Officer, OL

STATINTL

Att

OL 5 0979

CENTRAL INTELLIGENCE AGENCY

Executive Dining Room

The Central Intelligence Agency operates an official representational dining room so that the Director may have available a suitable and secure dining facility for the entertainment of those individuals with whom it is necessary to consult in the discharge of his responsibilities in the field of foreign affairs. This facility consists of a kitchen, a small reception room, and a dining room of 292 square feet with a capacity of seating 12 guests. It is staffed by a crew of 3, which includes a chef, a waiter, and a bus boy/dishwasher. Approximately 1,000 meals are served annually.

There is also operated, established on the base of the facility that operates the Director's official dining room, an "Executive Dining Room." The determination has been made that, both because of the isolated location of the Agency Headquarters Building as well as the need for senior Agency officers to entertain and converse with people from both the public and private sectors, such a facility is in the best interests of the United States Government allowing senior Agency officers to conduct business discussions while having lunch.

The financial facts as to the operations of both facilities for calendar year 1974 are listed separately in Tabs A and B. A combined listing appears in Tab C.

3 Atts

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There is also operated, established on the base of the facility that operates the Director's official dining room, an "Executive Dining Room." The determination has been made that, both because of the isolated location of the Agency Headquarters Building as well as the need for senior Agency officers to entertain and converse with people from both the public and private sectors, as well as foreign nationals, without being optically visible to the world at large, such a facility is in the best interests of the United States Government. Such a facility also allows senior Agency officers to conduct classified business discussions while having lunch, inasmuch as the serving staff is fully security cleared.

The financial facts as to the operations of both facilities for calendar year 1974 are listed separately in Tabs A and B. A combined listing appears in Tab C.

3 Atts

ANNUAL REPORT - CALENDAR YEAR 1974

Director's Dining Room

1. <u>Size</u>	657 square feet
Dining Room	292 square feet
Kitchen	365 square feet
2. <u>Seating</u>	
Dining Room	12
3. <u>Membership</u>	N/A
4. <u>Meals Served - 1974</u>	
Official Meals	987
5. <u>Financial Statement</u>	
Gross Income	\$ 3,615.00
Gross Expense*	3,227.27
Net Income	<u>\$ 387.73</u>
6. <u>Subsidy by Appropriated Funds</u>	
a. Direct: Salary and Overtime	\$ 38,047.15
b. Indirect: Maintenance 657	
square feet x \$11.80**	7,752.60
TOTAL	<u>\$ 45,799.75</u>

*Omitting Salary

**The \$11.80 figure is an estimate only for costs of light, heat, and minor maintenance based upon comparative commercial space.

ANNUAL REPORT - CALENDAR YEAR 1974

Executive Dining Room and Director's Dining Room

1. <u>Size</u>	2,061 square feet
Kitchen	730 square feet
Executive Dining Room	1,039 square feet
Director's Dining Room	292 square feet

2. Seating

Executive Dining Room	64
Director's Dining Room	12

3. Membership

Executive Dining Room



STATINTL

4. Meals Served - FY1973

15,283

Members Meals	13,641
Official Meals	987
Special Meals	655

5. Financial Statement

Gross Income	\$ 68,211.37
Gross Expense*	60,894.72
Net Income	<u>\$ 7,316.65</u>

6. Subsidy by Appropriated Funds

a. Direct: Salary and Overtime	\$ 111,903.37
b. Indirect: Maintenance	
2,061 square feet	
x \$11.80**	24,319.80
TOTAL	<u>\$ 136,223.17</u>

* Omitting Salary

** The \$11.80 figure is an estimate only for costs of light, heat, and minor maintenance based upon comparative commercial space.

ROUTING AND RECORD SHEET

DD/A 75-1126

SUBJECT: (Optional)

Annual Report to Congress on the Executive Dining Room

FROM:

Executive Officer, OL
1206 Ames

EXTENSION

3491

NO.

OL 5 0979

DATE

4 March 75

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for
Administration
7D26 Hdqrs.

3/11/75

J

This report is being forwarded
to Mr. Cary through you. Hal P

3. Legislative Counsel
7D35, Hdqrs.

DD/A Registry
File BLDG + Grounds
-10

UNCLASSIFIED

CONFIDENTIAL

SECRET

OFFICIAL ROUTING SLIP

STATINTL

TO	NAME AND ADDRESS	DATE	INITIALS
1	Mr. [REDACTED]	3/7/75	h
2	Mr. McMahon	10 MAR 1975	X
3	Mr. Blake		3
4	Mr. McMahon		
5	Please get OK to re-write		
6	as you rate been for GB		
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Att: DDA 75-1126			
Remarks: JACK - I have some problems with statement: ① We do <u>not</u> allow foreigners into Exec Dining Room - ② I think it bad to say we bring in visitors from public + private sector yet admit to carrying on classified talk J			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
UNCLASSIFIED		CONFIDENTIAL	SECRET

FORM NO. 237 Use previous editions

(40)

TRANSMITTAL SLIP		DATE <i>4 Mar 75</i>
TO: DD/A		
ROOM NO. 7D26	BUILDING Hqs.	
REMARKS: Without attachment. Original forwarded to OLC by DD/A.		
FROM: EO/OL		
ROOM NO. 1202	BUILDING Ames	EXTENSION 3491

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)